

Chapter 8 EDUCATION AND TRAINING
PROVISIONS UNDER W-2

8.1.0 W-2 EDUCATION AND TRAINING

W-2 emphasizes that education and training is a pathway to meaningful employment, rather than an alternative to employment. Education and training activities should be short-term and provide tangible employment skills. Combining work or work training activities with education and training should, at a minimum, prepare participants for entry-level employment.

The FEP should emphasize the importance of education and training as an ongoing process. The W-2 program acknowledges the importance of life-long learning and encourages participants to pursue further education and job training once they have established an attachment to the workforce. In addition, child care subsidies are often available for those participating in these educational opportunities. (See [Chapter 15](#).)

8.2.0 EDUCATIONAL NEEDS ASSESSMENTS FOR W-2 APPLICANTS

The FEP is required to conduct an educational needs assessment with all new applicants at the point in the application process where the individual has been determined to be nonfinancially and financially eligible for W-2. The educational needs assessment must always be completed before making a W-2 placement decision. The assessment must:

1. **Identify the applicant's current educational levels.** Agencies are encouraged to use a standardized educational assessment tool to determine educational levels. Assessment tools such as Test for Adult Basic Education (TABE) and Wide Range Achievement Test (WRAT) are already widely use by W-2 agencies for this purpose.
2. **Determine the applicant's education and training needs.** In making this determination, the FEP must consider the following:
 - A. The information gathered on the applicant's current educational levels. The FEP must document this information on the appropriate CARES screens (WPED and WPAW) and in case comments;
 - B. The level of education and training necessary to obtain full-time employment in the local labor market. The Department of Workforce Development maintains a website with Wisconsin labor market information at <http://worknet.wisconsin.gov/worknet/default.aspx>. From this website you can link to many useful resources, such as:
 - *LMI – for Workforce Development Areas* at http://www.dwd.state.wi.us/oea/wda/wda_profiles.htm. This site covers the occupations in demand for each region and county in the state.
 - *The Occupational Information Network (O*NET)*, at <http://online.onetcenter.org/>. This site provides comprehensive information

Chapter 8 EDUCATION AND TRAINING
PROVISIONS UNDER W-2

on job requirements and worker competencies for employment sectors and occupations;

-and-

- C. The applicant's personal employment goals. If the FEP determines that the individual is eligible for W-2 and s/he needs or would benefit from education or training activities, including a course of study meeting the standards established for the granting of a declaration of high school graduation, the education and training activities must be included in the individual's Employability Plan (EP).

Example: Holly is found nonfinancially and financially eligible for W-2. She has not completed high school and the educational needs assessment finds her to be at a 10th grade reading and math comprehension level. An aptitude assessment also shows that she is artistic and has good mechanical skills. Holly tells the FEP she has had several brief job spells as a short-order cook and her personal employment goal is to become a chef. However, all of her past employment has resulted in job terminations due to disputes with her supervisors. The FEP determines that Holly would be appropriate for a CSJ. For the first week, Holly is assigned to 40 hours of Job Readiness/Motivation training. After completing the first week, she is assigned to 30 hours per week at a work experience site that combines food preparation experience with culinary skills training, which is expected to last about six weeks. In addition, Holly is assigned to 8 hours per week of tutoring to prepare her for her General Educational Development Certificate (GED).

Example: Susan meets both nonfinancial and financial eligibility for W-2. Through the educational needs assessment her FEP learns that she has a high school diploma and a 1-year certificate from the technical college as a Medical Assistant, but no prior employment history. Susan states that she has been applying for jobs but has been unable to find employment in her field. After reviewing local labor market information and determining that there are job opportunities in Susan's field, the FEP assigns Susan to a CMS placement and refers her to the agency's employment unit to work on her resume and interviewing skills and locate job opportunities in her field.

The educational needs assessment will remain a part of the W-2 informal assessment process. Accordingly, the participant must be reassessed for education and training needs anytime there is a change in W-2 placement.

8.3.0 EDUCATION AND TRAINING ACTIVITIES FOR W-2 PARTICIPANTS

All W-2 participants, including those working in unsubsidized positions, may participate in education and training.

8.3.1 Unsubsidized Employment and Trial Jobs

Chapter 8 EDUCATION AND TRAINING
PROVISIONS UNDER W-2

If a participant is placed in Unsubsidized Employment (CMS, CMF or CMU) or a Trial Job and that individual needs and wishes to pursue basic education, including a course of study meeting the standards established for the granting of a declaration of high school graduation, the W-2 agency must include the activity in the participant's EP. The W-2 agency must pay for the basic education services identified in the EP.

8.3.2 Community Service Jobs and W-2 Transitions

The FEP may assign CSJ participants up to 10 hours per week of education and training activities, and may assign W-2 T participants up to 12 hours per week of education and training activities. Study hours cannot be included in assigned W-2 T or CSJ education and training hours. However, hours spent in lecture, lab and class are allowable.

The following types of activities are allowable under the education and training hours for CSJ and W-2 T participants.

W-2 Education

1. A course of study meeting the standards established under 115.29(4), Stats., for the granting of a declaration of equivalency of high school graduation.
2. English-as-a-Second Language.
3. Adult basic education courses.

W-2 agencies may coordinate with the Wisconsin Technical College System and the University of Wisconsin-Extension Program or other educational programs to provide a variety of Adult Basic Education opportunities including literacy skills and remedial math and reading courses.

CARES activity codes associated with these education services include:

- Adult Basic Education (BE);
- English-as-a-Second-Language (EL);
- General Educational Development (GED);
- High School Equivalency Diploma (HE);
- Literacy Skills (LS); and
- Regular School (RS).

For more information on W-2 activity CARES codes, see the [CARES Guide](#).

W-2 Training

Chapter 8 EDUCATION AND TRAINING
PROVISIONS UNDER W-2

1. Technical college courses and other educational courses that provide an occupational skill.

W-2 agencies can coordinate with technical colleges to offer certified (or diploma/degree) training programs, and also work directly with employers to develop on-site training opportunities. (See [Aggregating Education and Training Hours 8.3.2.2.](#))

These training courses must be tied directly to occupations for which there are job openings in the community. Examples include:

- Basic welding;
- Keyboard/data entry;
- Certified nursing assistants;
- Utility installation;
- Office software;
- Food preparation;
- Electronic assembly;
- Child care;
- Press production;
- Entrepreneurial/small business; and
- Hospitality training.

2. Employer-sponsored training.

CARES activity codes associated with these services include Job Skills Training (JS) and Technical College (TC). For more information on W-2 activity CARES codes, see the [CARES Guide](#).

If these services are not available through the Job Center or other community resources, W-2 agencies must take responsibility for funding these services if assigned as a required activity, with the exception of technical college (see 8.3.2.3)

At the discretion of the FEP, education and training activities may be assigned, as appropriate, to minor dependent children who are mandatory or accept an offer of case management under W-2 Learnfare. This determination should be made on a case-by-case basis.

8.3.2.1 Education for 18 and 19-year-old CSJ Participants

When an 18- or 19-year old CSJ participant has not obtained a high school diploma or equivalent, the W-2 agency must allow the participant to decide whether to attend high school or to enroll in a course of study meeting the standards established under 115.29(4), Wis. Stats, in order to satisfy, in whole or in part, the required hours of participation in a CSJ. The W-2 agency must monitor each participant's progress towards achieving a high school diploma or equivalent. During the summer months, the agency must assist these participants in finding employment. If employment is not obtained for the summer, these participants must be assigned to appropriate employment-related activities.

Chapter 8 EDUCATION AND TRAINING
PROVISIONS UNDER W-2

Although it is expected that most 18- or 19-year old CSJ participants will want to obtain a high school diploma or equivalent, some may choose not to do so. If this is the case, they should be assigned to other employment-related activities as appropriate.

8.3.2.2 Aggregating Education and Training Hours

The FEP may aggregate education and training hours to allow W-2 T and CSJ participants access to short-term intensive training programs that require more than 10 or 12 hours of participation per week. Totaling education and training hours in this manner allows the FEP to place the CSJ or W-2 T participant in a short-term program.

The aggregation policy can be applied and should be considered for education and training programs that a participant can complete within a one-year period with participation in up to 516 hours of education and training activity. In addition to the education and training activities, the FEP must assign some work training activities each week, not to exceed a total of 40 hours of participation per week.

As is the case for non-aggregated education and training hours, study hours cannot be included in assigned aggregated education and training hours. However, hours spent in lecture, lab and class are allowable.

In the case comments section of the EP, the FEP must document that the aggregation policy was used, the amount of aggregated education and training hours, the occupational skills to be gained, and the expected number of weeks needed to complete the training.

Wisconsin's Technical College system offers many one- and two- semester certificate programs that are accessible to W-2 participants under the aggregated education and training policy.

Example: Jennifer is found eligible for a CSJ. Based on an occupational assessment, she is found to be a good candidate for a short-term intensive training program. Jennifer enrolls at her local technical college in a one-semester certification program, requiring 16 credits. Lecture time and lab work requires her to attend school 26 hours per week for 16 weeks. Using the aggregation policy, the FEP assigns her to participate 26 hours per week in the technical college program. The FEP also assigns another 14 hours of work training activity for a total of 40 hours per week.

Jennifer's total aggregated education and training hours over this 16 week timeframe is 416 hours (26 hours per week x 16 weeks), keeping her well within the policy's one-year completion period and the 516 hour limit.

The goal of this policy is full-time unsubsidized employment. If the agency is unsuccessful in connecting Jennifer to unsubsidized employment for

Chapter 8 EDUCATION AND TRAINING
PROVISIONS UNDER W-2

Jennifer, her hours of participation in education and training activities are limited to the following:

- For the remainder of the year beginning with the date of her assignment to the education and training program, Jennifer cannot be assigned to more than 100 hours of education and training (516 – 416 = 100).
- One year following the date of her assignment to the education and training program, if Jennifer is still in a CSJ placement, 10 hours per week of education and training activity may be assigned.

8.3.2.2.1

Combining Aggregated Education and Training with Prorated CSJ Policy

A prorated CSJ placement is appropriate for individuals who are already working in an unsubsidized job less than 30 hours per week and where attempts to increase the number of hours in their current job or to find additional unsubsidized employment have not been successful due to the participant's limitations. (See [Chapter 7.4.1.4.2](#).)

In certain circumstances, these individuals would also benefit from an intensive short-term training program using the aggregated education and training policy. When combining the prorated CSJ policy and the aggregated education and training policy, the FEP must keep in mind that total hours of participation, including unsubsidized employment, must not exceed 40 hours per week.

Example:

Geraldine works 15 hours per week washing dishes at a local restaurant. After a brief placement in W-2 CMU, the W-2 agency reassesses Geraldine's employability and determines that she is in need of additional training in order to make her competitive for full-time employment. The FEP assigns her to a half-time CSJ.

A prorated CSJ would normally require Geraldine to participate 11 to 15 hours in work training and up to 10 hours of education and training per week. But Geraldine is motivated and would like to participate in a 16-credit training program on metal casting offered through the local technical college. The training program requires Geraldine to be in the classroom and lab 20 hours per week for 16 weeks for a total of 320 hours of education and training. In addition to the training activity, the FEP assigns Geraldine to 5 hours per week of work experience at a site specifically related to the training. Geraldine is participating a total of 40 hours (15 hours in unsubsidized employment, 20 hours in education and training and 5 hours in work experience). She is meeting the requirements of the prorated CSJ policy while also benefiting from the aggregated education and training policy.

8.3.2.3

Technical College Education

If the FEP determines that a W-2 participant is unable to obtain unsubsidized employment without additional training, the participant may be allowed to participate in a technical college education program for a maximum of 2 years as long as the agency has determined that the program will likely lead to employment. An agency must consult with its Community Steering Committee and local technical college

Chapter 8 EDUCATION AND TRAINING
PROVISIONS UNDER W-2

board to determine if a technical college education program will likely lead to employment. Agencies are encouraged to detail their own internal policies governing how appropriate programs will be identified and how FEPs will make a determination for placement in a technical college education program. In all circumstances, the decision should be documented in case comments.

A person placed in a CSJ or W-2 T may participate in a technical college education program as part of that placement if the participant meets all 3 of the following requirements:

1. The participant maintains full-time status in the technical college education program, as determined by the technical college the participant attends, and regularly attends all classes;
2. The participant maintains a grade point average of at least 2.0 (or the equivalent, as determined by the technical college);
3. The participant is employed or engages in work activities under a CSJ or W-2 T for 25 hours per week in addition to class time.

Including the technical college program on the EP does not obligate the W-2 agency to pay for the program out of its W-2 budget. If the participant has not identified available funding for the program, the agency may require the participant to do so. The agency must assist the participant is applying for financial aid.

As a requirement of W-2, all participants must participate in appropriate job search. According to §49.147(2)(a)(1), Wis. Stat., a participant in a W-2 employment position shall search for unsubsidized employment throughout his or her participation. This is no different for a participant attending a technical college education program. If a participant obtains adequate unsubsidized employment as a result of this job search and the agency determines it is reasonable, the participant may be removed from their current placement and offered case management follow-up services whether the individual completed the training program. The individual would then have the option of continuing the education program on his or her own.

If a W-2 agency determines that an individual is ready for unsubsidized employment either at placement or at some point during participation in W-2, they are not required to place the participant or keep the participant in a CSJ or W-2 T in order to allow the participant to complete a training program. If a participant obtains unsubsidized employment as a result of his or her job search, he or she may be removed from their current placement and offered case management follow-up services regardless of whether the individual completed the training program. The individual then has the option of continuing the education program on his or her own.

8.3.2.3.1

CSJ Participants And Technical College Participation

CSJ participants eligible for technical college participation are also expected to participate up to 40 hours per week in a combination of 25 hours in work training activities and up to 15 hours of class time in the technical college program. Study time does not count as participation.

Chapter 8 EDUCATION AND TRAINING
PROVISIONS UNDER W-2

8.3.2.3.2 *W-2 T Participants And Technical College Participation*

W-2 T participants eligible for technical college participation are also expected to participate in full-time activity up to 40 hours per week in a combination of 25 hours in work training activities and up to 15 hours of class time in the technical college program. Study time does not count as participation.

8.4.0 OTHER EDUCATION AND TRAINING OPPORTUNITIES

There are a variety of other education and training opportunities for W-2 participants or those W-2 participants who have obtained unsubsidized employment. These other education and training opportunities do not count toward the education and training requirements allowable under W-2, but should be explored by the FEP and explained to W-2 participants as appropriate. The W-2 agency is not responsible for funding these other education and training opportunities.

8.4.1 Voluntary Postsecondary Education Opportunities

W-2 participants are eligible for financial aid resources available to all Wisconsin residents. Improving a W-2 participant's skills, abilities and knowledge can help a participant raise his or her quality of life and increase his or her earning potential. Financial aid resources which may be available include:

- W-2 participants may be eligible for up to two years of child care for voluntary education and training activities. Other low-income workers may also receive funding for up to two years of child care for voluntary educational and training activities if they demonstrate an attachment to the workforce and are otherwise eligible. To receive the child care subsidy, the education or training must be approved by the FEP. (See Chapter 15.)
- In addition to low-interest student loans, the student may consider applying for the federal Pell Grant program. Students should be referred to the financial aid office at the institution they are planning to attend for further information.
- The State Higher Education Aids Board can also provide information concerning financial aid grants:

The Higher Education Aids Board can be reached at:

131 W. Wilson Street, Room #902
Madison WI 53702
(608)/267-2214

- The Armed Forces Reserves and state National Guard. In addition to monthly drill pay (based on rank), part-time soldiers in the Wisconsin Army National Guard receive the Montgomery GI Bill (worth up to \$7,124), and a Wisconsin

Chapter 8 EDUCATION AND TRAINING
PROVISIONS UNDER W-2

Guard Tuition Grant (up to \$5,098). National Guard Recruiters (located in the Yellow Pages) can provide further information concerning financial aid from the Wisconsin Army and Air National Guard and U.S. Armed Forces Reserve units.

- Veterans support through Local Veterans Employment Representative (LVER), or Disabled Veterans Outreach Program (DVOP) staff.

8.4.2

Workforce Investment Act

Education and training opportunities may also be available through the Workforce Investment Act (WIA). Under WIA, a number of agencies and programs are to work together to provide employment, training and education services through Job Centers. They are:

- WIA activities for Adults; Youth & Dislocated Workers
- Adult Education and Family Literacy (WTCS)
- Job Service- - Labor Exchange such as Job Net (Wagner-Peyser Title III)
- Vocational Rehabilitation
- Community Service Employment for Older Americans
- Post Secondary Vocational Education
- Trade Adjustment Assistance (and NAFTA-TAA)
- Veterans E & T Services, & local veterans outreach programs
- Community Services Block Grants
- Housing and Urban Development E & T Activities
- Unemployment Insurance
- TANF (required in Wisconsin)